

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD					3. Service					4. Employing Office Location					5. Duty Station					1. Agency Position No.														
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																			
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					13. Competitive Level Code																			
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					14. Agency Use NAF									
a. Office of Personnel Management																									Initials					Date				
b. Department, Agency or Establishment																																		
c. Second Level Review					Motor Vehicle Operator					NA					5703					04					SN 12-31-01									
d. First Level Review																																		
e. Recommended by Supervisor or Initiating Office																																		
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																								
18. Department, Agency, or Establishment										c. Third Subdivision																								
a. First Subdivision										d. Fourth Subdivision																								
b. Second Subdivision										e. Fifth Subdivision																								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																								
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																								
Signature					Date					Signature					Date																			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position																								
Typed Name and Title of Official Taking Action S.J. NEW Principal Classifier										FWS JGS for Motor Vehicle Operating 5703 TS-61 Apr 91																								
Signature					Date					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																								
23. Position Review					Initials					Date					Initials					Date					Initials					Date				
a. Employee (optional)																																		
b. Supervisor																																		
c. Classifier																																		
24. Remarks																																		

25. Description of Major Duties and Responsibilities (See Attached)

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Motor Vehicle Operator **POSITION NUMBER** 01-034A

JOB SERIES: 5703 **PAY LEVEL:** NA-4

Summary of Duties: Drives one or more types of vehicles, such as sedans, jeeps, station wagons, panel trucks, pickup trucks, flatbed trucks, which typically have a Gross Vehicle Weight up to 10,000 pounds, throughout an installation under limited traffic conditions at low speeds. Vehicles are driven on the basis of either specific trip assignments or regularly established schedules and standard routes to transport personnel, supplies, materials, or equipment and tools.

Ensures that passenger safety rules and regulations are followed. Ensures cargo is protected from weather and is properly distributed and secured to prevent damage or loss during transit. May load and unload vehicles by hand. Performs operator maintenance, such as checking fluid levels and air pressure in tires, and cleaning and washing vehicles. May use two way radios to receive and transmit messages. Completes trip tickets and preventive maintenance records.

Performs other related duties as required.

Skills and Knowledge: Basic skill in manipulating the controls for driving vehicles. Knowledge of the height, width, length, and weight of the vehicle in order to operate the vehicles safely on short runs, following limited or prescribed routes throughout a government installation. Knowledge of installation traffic rules and regulations, and skill to read and understand installation maps and other locator documents for finding various buildings and facilities. Knowledge and skill to load and arrange cargo properly onto vehicle to prevent damage to material. Knowledge to recognize developing maintenance problems when conducting an inspection of the vehicles and to report technical problems to the supervisor. Driver's license required.

Responsibility: Receives instructions from supervisor on the type of vehicle to be operated, destination, cargo or passengers to be transported, purpose of the trip, deadlines to be met, and any special information. Responsible for the comfort and safe transport of passengers and cargo throughout the installation or establishment. Work is regularly checked and evaluated for timeliness, safe delivery of cargo/passengers and for following instructions. Trip tickets are examined for compliance with regulations and for completeness.

Physical Effort: Work requires light physical effort in reaching, bending, turning, or moving hands, arms, feet, and legs to operate hand and foot controls. Exerts moderate physical effort in the frequent handling of objects weighing up to 40 pounds, and occasionally heavier objects while loading cargo with the assistance of other worker or weight handling equipment.

Working Conditions: Operates vehicles in all kinds of weather in a controlled traffic environment throughout a government installation or establishment.